



Terms of Reference: EVENTS COMMITTEE

Purpose:

The Events Committee is formed to support the Tournament Director in the development and successful operation of ATA sanctioned tournaments. The work of the Events Committee will be fully aligned with the goals of Alberta Taekwondo Association as identified in mission statement.

Key Duties:

Guided by the Tournament Director, the Committee will contribute expertise, human resource capacity, and regional perspectives to the development and successful operation of the ATA sanctioned tournament. In general, this will involve:

1. Assisting in the development of strategic (ie, long-term) direction and plans for Provincial events in Alberta.
2. Fulfilling objectives and tasks identified in the annual Events Operational Plan;
3. Contributing to an annual program evaluation to confirm that objectives are being met and are achieving the desired results;
4. Providing advice to the Tournament Director with respect to external and international relations related to competitions and events;
5. As required, recruiting and organizing volunteers to assist in the development and implementation of events related initiatives and projects;
6. Assisting with the development and maintenance of technical bid packages for national and international events to be held in Alberta
7. Assisting with the development and maintenance of the ATA sanctioned event rules
8. Providing events related advice and assistance to other operational committees of ATA as required; and

Membership:

- a. The Committee shall be composed of, when reasonably possible:
 1. The Tournament Director;
 2. The Athlete Director;
 3. The Executive Director (staff);
 4. A member of the Board (ex-officio), if one is appointed by the President;
 5. Such other members as the Executive Director in consultation with the Committee Chairperson may determine are beneficial to the function of the Committee;

Committee Chairperson:

- a. The Chairperson of the Committee shall be Tournament Director
- b. The Chairperson is responsible for:
 - a. Providing leadership to the Committee (i.e.: convening meetings; developing agendas; assigning, supervising and coordinating the Committee work); and

- b. Representing the Committee in communication.

Meetings:

The Committee shall determine a meeting schedule that will facilitate achievement of the Committee's work plan.

Approved on May 22, 2015